




## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT <b>FEDERAL BLOCK GRANT QUATERLY REPORTING REQUIREMENTS</b>	POLICY NO. <b>808.01</b>	EFFECTIVE DATE <b>09/01/2004</b>	PAGE <b>1 of 2</b>
APPROVED BY:  Director	SUPERSEDES <b>408.1 09/01/2004</b>	ORIGINAL ISSUE DATE <b>03/29/1988</b>	DISTRIBUTION LEVEL(S) <b>1, 2</b>

### PURPOSE

- 1.1 To establish procedures for compliance with Federal Block Grant Quarterly reporting requirements.

### POLICY

- 2.1 The Federal Block Grant (FBG) eligible expenditures incurred by the County directly operated providers and the Non-Governmental Agency (NGA) contract providers must be reported quarterly to the State on form MH 1784 Grant Financial Status Report (Attachment I), which is a summary of expenditures. In addition, all cash receipts and disbursements are reported on form MH 1785 Grant Cash Transaction Report (Attachment II). This form is a summary of cash transactions between the State and the County. These two forms are due to the State twenty (20) days after the end of each quarter.

### PROCEDURE

- 3.1 The FBG quarterly expenditure report is to reflect the first and second months actual costs and the third month estimated cost.
  - 3.1.1 The estimated cost for the third month is determined by the average cost for the first two months of each quarter.
  - 3.1.2 The estimated cost for the third month is necessary because of the restrictive 30-day turnaround period allowed for the State to receive the report after the end of each quarter.
  - 3.1.3 The one month estimated cost is to be adjusted to the actual cost of which the adjustment will be reflected in the next quarterly expenditure report.



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT	POLICY NO.	EFFECTIVE DATE	PAGE
<b>FEDERAL BLOCK GRANT QUATERLY REPORTING REQUIREMENTS</b>	<b>808.01</b>	<b>09/01/2004</b>	<b>2 of 2</b>

3.2 The costs reported on the quarterly expenditure report for the County directly operated providers and NGA contract providers are based on units of service and/or actual cost information.

3.2.1 The source documents for these expenditures are CAPS, CWPAY, and the MIS 630B report.

3.3 Responsible parties:

3.3.1 Los Angeles County Department of Mental Health (LACDMH) Accounting Division is responsible for updating the information in the CAPS Reports.

3.3.2 LACDMH Human Resources Bureau is responsible for updating the information on CWPAY.

3.3.3 LACDMH MIS Division is responsible for generating the MIS 630B report.

3.3.4 LACDMH Budget and Reimbursement Division is responsible for the submission of the quarterly expenditure reports to the State.

### **AUTHORITY**

Federal and State Block Grant Guidelines

### **ATTACHMENT**

[Attachment I](#)      [Grant Financial Status Report](#)  
[Attachment II](#)     [Grant Cash Transaction Report](#)

### **REVIEW DATE**

This policy shall be reviewed on or before August 1, 2009.